

# **RECRUITMENT RULES**

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## GOVERNMENT OF PUDUCHERRY

## HOME DEPARTMENT

(G.O. Ms. No. 88, dated 19th December 2013)

## NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Notification No. F.5/4/65-GP, dated 11th January 1965 of the Ministry of Home Affairs, Government of India, New Delhi and in supersession of the Home Department's Notification issued in G.O. Ms. No. 52, dated 22-9-2004 and published in Supplement to the Gazette No. 1 of the 4th January 2005 save as respects things done or omitted to be done before such supersession, the Lieutenant-Governor, Puducherry hereby makes the following rules further to amend the rules regulating the method of recruitment to the Group 'C' posts of Head Constable/Clerk (Male) and Assistant Sub-Inspector/Stenographer (Male) in the Home Department, Government of Puducherry, namely:—

1. *Short title and commencement.*— (1) These rules may be called the Government of Puducherry, Home Department Group 'C' posts of Head Constable/Clerk (Male) and Assistant Sub-Inspector/Stenographer (Male) (IRBn.) Recruitment Rules, 2013.

(2) They shall come into force on and from the date of their publication in the official gazette.

2. *Number of posts, their classification and Scales of Pay.*— The number of the said posts, their classification and the scales of pay attached thereto shall be as specified in columns (2) to (4) of the Schedules annexed hereto.

3. *Method of recruitment, age-limit and other qualifications.*— The method of recruitment to the said posts, age-limit, qualifications and other matters relating thereto, shall be as specified in columns (5) to (13) of the said Schedules.

4. *Disqualifications.*— No person,—

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said posts:

Provided that the Lieutenant-Governor may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. *Power to relax.*— Where the Lieutenant-Governor is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. *Saving.*— Nothing in these rules shall affect the reservations, relaxations in upper age-limit and other concessions required to be provided for the scheduled castes, the scheduled tribes and other special category of persons in accordance with the orders issued by the Government from time to time in this regard.

## SCHEDULE—I

**RECRUITMENT RULES FOR THE POST OF HEAD CONSTABLE/CLERK (MALE)  
IN INDIA RESERVE BATTALION**

1. Name of the post	: Head Constable/Clerk (Male)
2. Number of posts	: 5 (Five) [2013] Subject to variation dependent on work-load.
3. Classification	: General Central Service–Group 'C' Non-Gazetted–Non-Ministerial.
4. Pay Band and Grade Pay/Pay Scale	: Pay Band-1 ₹ 5,200-20,200 + Grade Pay ₹ 2,400
5. Whether selection- <i>cum</i> -seniority or selection by merit or non-selection post.	: Not applicable
6. Age-limit for direct recruits	: Between 18 and 25 years  The crucial date for determining the age would be the first of the month on which the post is advertised.  The upper age-limit relaxable as per the Government of India orders.
7. Educational and other qualifications required for direct recruits.	: (i) Higher Secondary (10+2) from a recognised Board. (ii) A minimum speed of 40 words per minute in English typewriting. (iii) Diploma in Computer Application (DCA) with knowledge especially in MS-Office, accounts and office procedure. (iv) Should possess the prescribed physical standards and pass the physical efficiency test, written test and medical standards as prescribed in the Annexure-I to this Schedule.
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	: Not applicable
9. Period of probation, if any	: Two years (for direct recruits only)
10. Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	: By absorption failing which by direct recruitment
11. In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/absorption to be made.	: Absorption from Head Constable of Puducherry Police and India Reserve Battalion/Central Para Military Forces/India Reserve Battalion of States/other Union Territories subject to fulfillment of educational qualifications in column 7.

12. If a Departmental Promotion Committee/Recruitment : *Group 'C' Departmental Promotion Committee (for Committee exists, what is its composition? considering confirmation)/Recruitment Committee:—*
- (i) Commandant, India Reserve Battalion . . . Chairman
  - (ii) Deputy Commandant, IRBn or officer . . . Member of same rank nominated by Director-General of Police/Inspector-General of Police.
  - (iii) Assistant Commandant, IRBn or officer . . . Member of same rank nominated by Director-General of Police/Inspector-General of Police.
13. Circumstances in which Union Public Service : Not applicable Commission is to be consulted in making recruitment.

#### SCHEDULE—II

#### RECRUITMENT RULES FOR THE POST OF ASSISTANT SUB-INSPECTOR/ STENOGRAPHER (MALE) IN INDIA RESERVE BATTALION

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|--|---|
| 1. Name of the post  | : Assistant Sub-Inspector/Stenographer (Male)   |
| 2. Number of post  | : 1 (One) [2013] Subject to variation dependent on work-load.   |
| 3. Classification  | : General Central Service—Group 'C' Non-Gazetted—Non-Ministerial.   |
| 4. Pay Band and Grade Pay/Pay Scale  | : Pay Band-1 ₹ 5,200-20,200 + Grade Pay ₹ 2,800   |
| 5. Whether selection- <i>cum</i> -seniority or selection by merit or non-selection post. | : Not applicable  |
| 6. Age-limit for direct recruits   | : Between 18 and 25 years<br><br>The crucial date for determining the age would be the first of the month on which the post is advertised.<br><br>The upper age-limit relaxable as per the Government of India orders.  |
| 7. Educational and other qualifications required for direct recruits.                    | : (i) Higher Secondary (10+2) from a recognised Board.<br>(ii) Should possess junior grade certificate in typewriting (English) and shorthand (English).<br>(iii) Diploma in Computer Application (DCA) with knowledge especially in MS-Office, accounts and office procedure.<br>(iv) Should possess the prescribed physical standards and pass the physical efficiency test, skill test and medical standards as prescribed in the Annexure-I to this Schedule. |

8. Whether age and educational qualifications : Not applicable prescribed for direct recruits will apply in the case of promotees.
9. Period of probation, if any : Two years (for direct recruits only)
10. Method of recruitment whether by direct : By absorption failing which by direct recruitment recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.
11. In case of recruitment by promotion /deputation/ : Absorption from Assistant Sub-Inspector in the Puducherry absorption, grades from which promotion/deputation/ Police and India Reserve Battalion/Central Para Military Forces/India Reserve Battalion of States/other Union Territories subject to fulfillment of educational qualifications in column 7.
12. If a Departmental Promotion Committee/Recruitment : *Group 'C' Departmental Promotion Committee (for Committee exists, what is its composition? considering confirmation)/Recruitment Committee:—*
- (i) Commandant, India Reserve Battalion . . Chairman
  - (ii) Deputy Commandant, IRBn or officer . . Member of same rank nominated by Director-General of Police/Inspector-General of Police.
  - (iii) Assistant Commandant, IRBn or officer . . Member of same rank nominated by Director-General of Police/Inspector-General of Police.
13. Circumstances in which Union Public Service : Not applicable Commission is to be consulted in making recruitment.
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## ANNEXURE-I

**Procedure/Standards for conducting physical measurement, physical efficiency test, written test and medical examination for the recruitment of Head Constable/Clerk (Male) and Assistant Sub-Inspector/Stenographer (Male) in India Reserve Battalion, Puducherry**

The Commandant, India Reserve Battalion, Puducherry will decide the date of selection and the candidates will be informed individually or through print and electronic media. All certificates relating to educational qualification, age, residential certificates and valid registration in Employment Exchange etc. would be first scrutinised by the Recruitment Committee and thereafter the process for physical measurement and other tests would commence. Recruitment to the posts of Head Constable/Clerk (Male) and Assistant Sub-Inspector/Stenographer (Male) in India Reserve Battalion is restricted to male candidates only. The selected candidates are liable to be posted anywhere in India. All the candidates should furnish an undertaking along with the application to this effect as prescribed in the Annexure-II.

1. *Physical measurements:*

Height	Not less than 171 cms.
Chest	Unexpanded 81 cms. Expanded : With minimum expansion of 5 cms.
Weight	Body Mass Index should be 18.50 to 29.9 Kg/M <sup>2</sup>

Physical measurements as prescribed in the eligibility conditions of the candidates will be done by the Physical Education Experts from the Education Department under the overall supervision of Commandant, IRBn or of an officer nominated by the Director-General of Police /Inspector-General of Police.

Entries regarding physical measurements and physical efficiency test would be made in bound register (and not on loose sheets) and also in columns, provided for the purpose in the application forms, on the spot, at the time of measurement/test by the officer who takes the measurement in his own hand. No overwriting/erasing would be done under any circumstances and all legitimate corrections would be personally attested by the officer concerned and handed over to the Commandant, India Reserve Battalion who will scrutinise the records for their correct preparation and ensure their safe custody.

2. *Physical efficiency test* : The candidates having the above physical measurements only will be required to attend the physical efficiency test consisting of the following events:

	Events	Minimum standard to acquire
Stage I	Mile race	6 minutes
Stage II	Long Jump	3.80 Metres (3 chances)
Stage III	High Jump	1.20 Metres (3 chances)

*Note:* (i) All the above events are compulsory.

(ii) Each stage is a qualifying stage by itself for the next stage *i.e.*, only the candidates who qualify in the Stage-I, will be eligible for the Stage-II, and so on.

- (iii) Ex-servicemen will not be required to pass physical efficiency test. They will be eligible to appear for the written test/written test and skill test as the case may be if they possess the minimum physical measurements and pass the medical examination.

3. *Appeal*.—The appeal made by any candidate on the same day of the physical test will be examined and the decision of the Director/Inspector-General of Police in respect of the appeal shall be final.

4. *Written test/skill test*.— All candidates who qualify in the physical standards and pass physical efficiency tests shall undergo a written test/skill test as detailed below:—

**Written test for the post of Head Constable/Clerk (Male)**

The questions will be of objective type. The question paper will be of 2 hours duration each with a maximum of 100 marks on the following subjects:

Sl. No. (1)	Subject (2)	Maximum marks (3)
1	Mathematics	15 (fifteen)
2	Physical Science	15 (fifteen)
3	Biology and Human Physiology	15 (fifteen)
4	History and Geography	15 (fifteen)
5	Reasoning ability	10 (ten)
6	Constitution of India	10 (ten)
7	General knowledge and current affairs	10 (ten)
8	General English	10 (ten)
	Total . .	100 (hundred)

*Note* : For every incorrect answer 0.25 marks will be deducted.

**Skill test for the post of Assistant Sub-Inspector/Stenographer (Male)**

(a) *Skill test norms*:

(i) Dictation: 10 minutes at 80 words per minute;

(ii) Transcription: 50 minutes (English) (On Computer).

(b) *Typewriting test in the respective regional language or Hindi at 30 words per minute (On Computer)*.

(i) The written test for the post of Head Constable/Clerk (Male) will be in English, Hindi and regional languages (*i.e.*,) for Pondicherry and Karaikal in Tamil, for Mahe in Malayalam and for Yanam in Telugu. There will be no written test for the post of Assistant Sub-Inspector/Stenographer Grade-II (Male) and the candidates have to attend the prescribed skill test only. After selection, the medium of instruction for the training course will be in English only.

(ii) For qualifying the written test/skill test, the candidates should obtain a minimum of 40% in the case of general candidates and 35% in respect of other candidates.

(iii) After evaluation and preparation of result sheets, the answer sheets will be sealed and handed over to the Commandant, India Reserve Battalion for safe custody. Application forms / dossiers of candidates, who fail in the examination and application forms/dossiers of candidates who are included in the select list and waiting list will be retained till the declaration of result of next recruitment.

5. *Medical examination* : The candidates who qualify the prescribed physical standards, physical efficiency test and written test/ skill test shall be medically examined by the Medical Board constituted by the Director of Health and Family Welfare Services, Puducherry.

#### MEDICAL STANDARDS TO BE MET

(i) *Eyesight*:

##### I. **Distant Vision**

Normal - Both eyes should be 6/6

OR

(1) Better eye with correction 6/6

(2) Worse eye vision 6/12 (Without correction)

OR

Both eyes should be 6/9

##### II. **Near Vision**

Normal - Both eyes should be JI

OR

Better eye with correction JI and worse eye without correction JII.

##### III. **Free from colour blindness**

(ii) *Hearing* :

Free from any disability

(iii) *Defects or deformity* :

Free from any defect or deformity of limbs

(iv) *Disease* :

Free from hernia, piles, respiratory disease, diabetes or any other disease which will adversely affect the work of Constable in India Reserve Battalion.

(v) *Others* :

(i) Should not be flat-footed or suffering from knocked knees and bow legs.

(ii) Should not be obese. BMI more than 29.9 Kg/M<sup>2</sup> will be discarded.

6. *Procedure* : (i) The testing procedure, time and venue would be decided and subject to change by the Commandant/India Reserve Battalion as and when the necessity arises.

(ii) Start of the running events would be only by movement of flag. To ensure accuracy and tamper proof conduct of running events Radio Frequency Identification (RFID) chip timing technology shall be used.

(iii) Standardised digital height weight devices with digital display monitors would be used for measuring height and weight.

(iv) CCTV technology to videograph the various stages of recruitment would be used.

(v) Optical Mark Recognition (OMR)/Optical Character Recognition (OCR) technology would be used for all application forms as well as for all written examinations.

(vi) Biometric devices would be used to eliminate duplication and impersonation.

(vii) E-recruitment application software for entire process from application to final merit list generation would be used to facilitate accuracy, minimize cumbersome manual documentation and negate tampering.

(viii) Bar code reader would be used to scan admit cards.

(ix) The physical efficiency tests would be administered and performance recorded by the Physical Education Experts of the Education Department under the overall supervision of the Commandant, India Reserve Battalion or by an officer nominated by the Director-General of Police/Inspector-General of Police.

(x) The place and venue for conduct of physical measurement, physical efficiency test, medical examination and written test/skill test will be informed to the candidates at the appropriate time.

(xi) The candidate should be informed about his eligibility/status at all stages and issue of rejection slips stage-wise during physical efficiency test.

7. *Final list of selected candidates* : The candidates securing the highest mark subject to a minimum of 40% of marks in aggregate, in the written test or skill test as the case may be considered to have qualified in the test finally and would be eligible for consideration for recruitment in India Reserve Battalion, Puducherry, subject to availability of vacancy. Wherever, suitable candidates are not available, then the criteria in aggregate marks may be lowered with the prior approval of Inspector-General of Police /Director-General of Police. The result of successful candidate will be published and hosted on the Government/Departmental website at the end of test/recruitment.

8. *Training and probation*: The candidates who have been selected for the posts will remain on probation for a period of two years. During the period of probation, they shall undergo an induction course/ capsule training course for one year. They should complete the training course successfully, failing which the training period will be extended once. During the period of probation, they have to pass the prescribed departmental test, viz., Accounts Test for Subordinate Officers, General Departmental Test and Office Automation Course conducted by the Department of Personnel and Administrative Reforms Wing, Puducherry. The candidates will be given three chances to pass the test after the training, failing which they will be terminated from service.

## ANNEXURE-II UNDERTAKING

I, ..... son of.....  
Thiru/Tmt..... residing at.....  
.....do hereby undertake to work anywhere in India, if selected for the post of Head Constable/Clerk (Male)/Assistant Sub-Inspector/Stenographer (Male) in India Reserve Battalion, Puducherry.

Place :  
Date :

*Signature of the candidate.*

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(By order of the Lieutenant-Governor)

**PANKAJ KUMAR JHA,**  
Additional Secretary to Government.